

**Thank you for contacting the Wisconsin Department of Natural Resources.**

Enclosed are the project application materials you have requested.

The Wisconsin Department of Natural Resources helps protect your rights in public waters as well as public safety, by ensuring adequate planning and design of projects affecting fish and wildlife habitat, water quality and natural scenic beauty. This is done through permit and plan approval requirements for individual water projects. Chapters 30 and 31 of the Wisconsin Statutes require written permits for certain activities on or near a waterway: for example, to place any material below the ordinary high water mark (such as rock riprap, fish cribs, culverts, fords, etc.); to construct a bridge, dredge material from a lake or stream; create a pond; or to construct, operate, or maintain a dam. A single pier or wharf can generally be placed without a permit, provided state standards are met; more extensive piers or marinas require a permit.

**Before submitting this application for a waterway permit, please contact your county, city or village zoning department to find out if your project site is in either a mapped wetland or floodplain and if local zoning restrictions could affect your project. Please see the Wetland Information topic (found in the Waterway and Wetland Permits Web Page) or request Wetland Packet #20 in addition to this packet for details.**

A complete application with detailed drawings will help us make a decision about your application for a permit. The following information is necessary for a complete application.

**To help us make a decision in the shortest time possible, please submit the following information:**

1. **A copy of your deed or similar proof of ownership** (e.g. land contract, current property tax receipt).
2. **Good photographs that clearly show the existing project area.** Remember, too much snow cover or vegetation may obscure important details. If possible, have another person stand near the project area for size reference.
3. **Five (5) copies of a completed application Form 3500-53K including applicant information page and project plans.** When completing your application, **please use a ballpoint pen with black ink.** The site location sketch and plan drawings (see Sample Drawing) should be clear and to scale and have enough detail to find the site and understand the project proposal. **Please follow the sample drawing and information requirements pages attached. Also, make sure your phone number (both business and home) and property address or fire number is on the application. Plans may be submitted on a separate page(s), but please submit five (5) copies.**
4. **Five (5) copies of a narrative description of your proposal**, on a separate blank page. Please state:
  - what the project is,
  - how you intend to carry out the project, including methods, materials and equipment,
  - your proposed construction schedule and sequence of work,
  - what temporary and permanent erosion control measures will be used, and
  - the location of any disposal area for dredged or excavated materials.
5. **Five (5) copies of site maps.** Provide copies of relevant maps (when possible), such as USGS topographic map, Wisconsin Wetland Inventory map, FEMA floodplain maps, soil or zoning maps, with the project location clearly identified.
6. **The appropriate application fee (complete Form 3500-53A).**

If you have questions or problems in filling out or completing the application requirements, please call or contact the Water Management Specialist for your county.

When you are finished compiling your application materials, remember to check your application for completeness. Then make copies of all materials so that you can submit **five copies** of the requested information to the Department. We also recommend that you keep a complete copy for your own records. Remember, incomplete applications may cause a delay in processing.

**NOTE:** Depending upon the type, complexity, and location of your proposed project, **processing can take 60 working days (3 months) or longer to complete a review, public notice and any required environmental analysis if your application is completed in detail.**

## Stream Realignment Information Requirements

All applications for permits to realign the course of a navigable stream require the following information, which must be provided on the application form and plan drawing sheet supplied, or on additional sheets if necessary. Some of this information will require the services of an engineer.

1. In the "**proposed materials**" box, indicate the method proposed to dig the new channel, and indicate where the spoil will be placed. If any riprap will be used, describe it here.
2. In the "**location sketch**" box, sketch or trace a map that clearly indicates the location of the project. Recommended scale is 1" = 2000'. The map should include fire numbers or other landmarks to enable the Department investigator to locate the project site.
3. Under "**project plans**", supply a top view and as many cross-section views of the project as necessary to show the existing and proposed channel conditions along its length. Indicate the scale on each drawing, and include dimensions as appropriate. All elevations should be referenced to the same benchmark.
4. The **top view** should include the following:
  - a. The existing waterway and the proposed new waterway, and the location of the cross-sections. The floodplain boundary should also be included.
  - b. The location, elevation and description of the benchmark (permanent vertical reference).
  - c. The scale of the top view and a north arrow.
  - d. The water surface elevation and the channel bottom elevation at selected positions along the center line of the stream. Show the water surface elevation on top, the ground elevation below (see sample drawing). These measurements should start upstream of the proposed channel change, and should end downstream of the end of the channel change.
5. The **cross-section views** of the project should include:
  - a. The water level in the existing waterway.
  - b. A complete profile of the flood plain at the cross-section.
  - c. The cross-sections should be selected approximately perpendicular to the existing stream, and must show the proposed new channel. The cross sections should also show the areas beyond the banks.
6. Hydrologic and hydraulic computations must be provided for the existing and proposed channel. The design storms must be the two year and 100 year events. If the 100 year flood profile raises the flood elevation on property owned by someone else, you must provide flooding easements from all affected owners.
7. The application must also contain a narrative identifying the sequence of construction events including the connection to the existing channels. A proposed time schedule must be included. The narrative must also include a detailed review of alternatives to channel realignment.
8. An erosion control plan must be provided.
9. This project will require an Environmental Assessment (EA) if the proposed stream realignment exceeds 500 linear feet. The applicant is required to provide detailed answers to questions 1-9 on the Department's EA form (Packet #10).

Please select the scale of the drawing carefully to fit all the necessary information on the application form. If necessary, use additional sheets. Be sure to draw all the plans as accurately as possible. The Department may require additional information to evaluate the project.

**Please send the completed application to the Water Management Specialist for the county where your project is located (a complete listing of addresses by county can be found on the Waterway and Wetland Permits web page link below).**

<http://www.dnr.state.wi.us/org/water/fhp/waterway/wmscoun.htm>

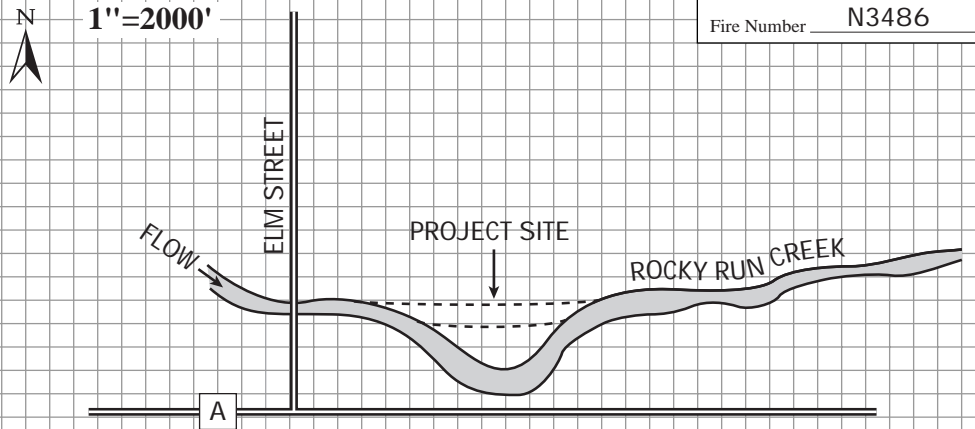
DRAWINGS OF PROPOSED ACTIVITY SHOULD BE PREPARED IN ACCORDANCE WITH SAMPLE DRAWING

Location Sketch (Indicate scale.) Show route to project site: include nearest main road and crossroad.

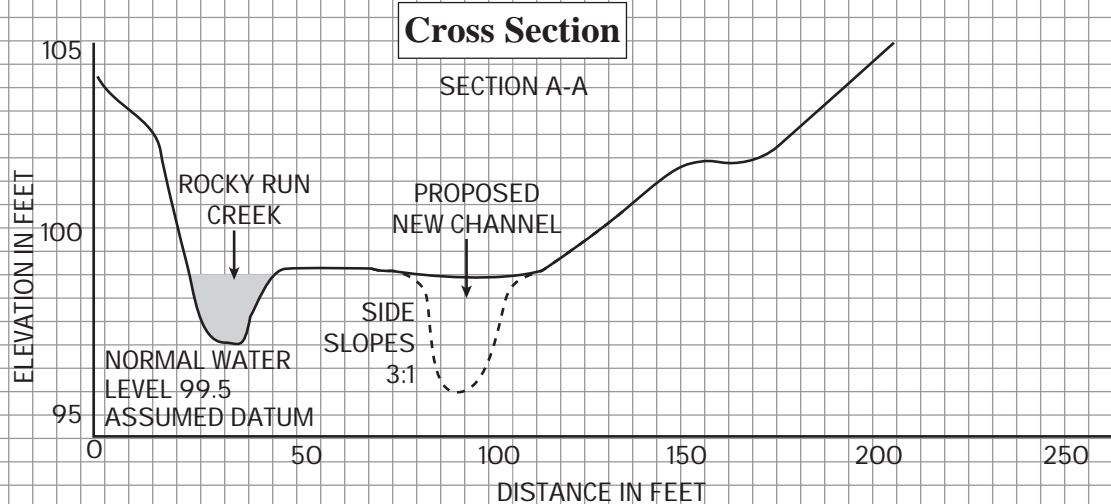
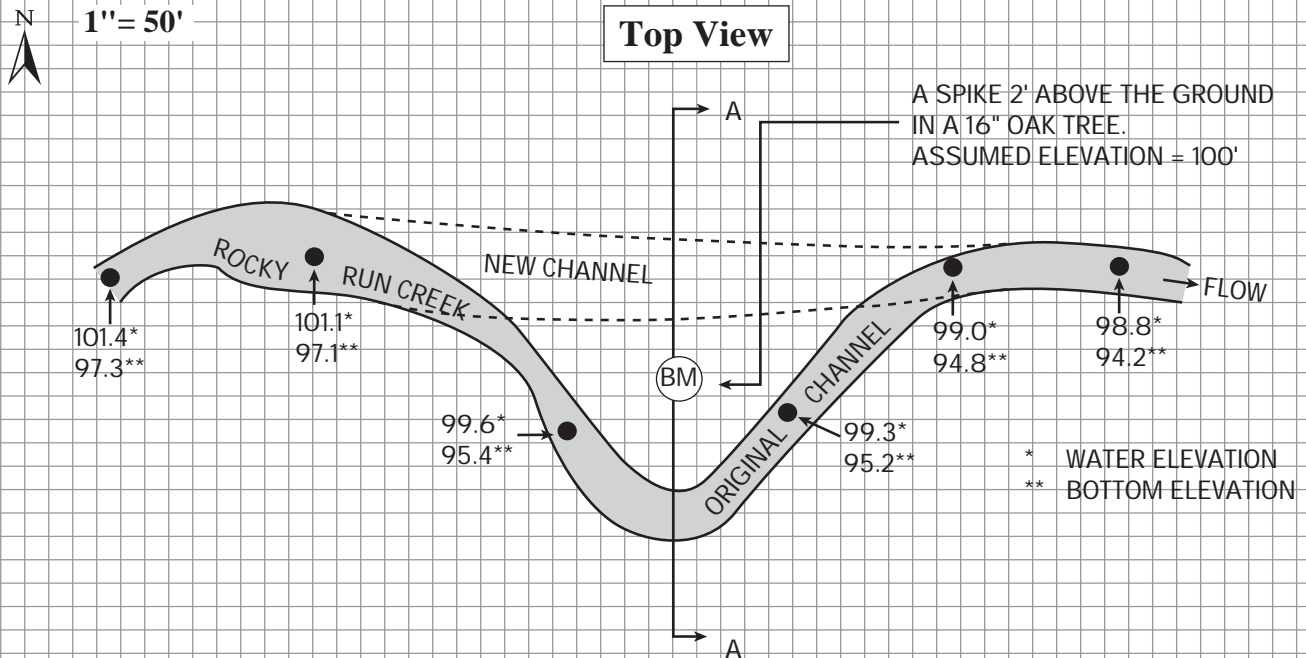
STREAM REALIGNMENT  
SAMPLE DRAWING

#### Proposed Materials

New channel will be dug with a drag line. Spoil will be used to fill original channel. The new channel will be mulched and seeded according to Natural Resource Conservation Service guidelines.



Project Plans. (Include top view and typical cross sections. Clearly identify features and dimensions or indicate scale.) Use additional sheets if necessary.



PLEASE COMPLETE BOTH PAGES 1 & 2 OF THIS APPLICATION. PRINT OR TYPE. The Department requires use of this form for any application filed pursuant to Chapter 30, Wis. Stats. The Department will not consider your application unless you complete and submit this application form. Personally identifiable information on this form will not be used for any other purpose, but it must be made available to requesters under Wisconsin's open records law [s. 19.31-19.39, Wis. Stats.].

1. Applicant (Individual or corporate name)		2. Agent/Contractor (firm name)	
Address		Address	
City, State, Zip Code	Fire Number	City, State, Zip Code	
Telephone No. (Include area code)	Tax Parcel Number	Telephone No. (Include area code)	

3. If applicant is not owner of the property where the proposed activity will be conducted, provide name and address of owner and include letter of authorization from owner. Owner must be the applicant or co-applicant for structure, diversion and stream realignment activities.

Owner's Name	Address	City, State, Zip Code
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4. Is the applicant a business? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, is the permit or approval you are applying for necessary for you to conduct this business in the State of Wisconsin? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, please explain why (attach additional sheets if necessary):	5. Project Location Address _____ Village/City/Town _____ Fire Number _____ Tax Parcel Number _____ Waterway _____ County _____ Govt. Lot _____ OR _____ 1/4, _____ 1/4, of Section _____ , Township _____ North, Range _____ (East) (West)
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6. Adjoining Riparian (Neighboring Waterfront Property Owner) Information

Name of Riparian #1	Address	City, State, Zip Code
Name of Riparian #2	Address	City, State, Zip Code

7. Project Information (Attach additional sheets if necessary)

(a) Describe proposed activity (include how this project will be constructed)

(b) Purpose, need and intended use of project

(c) I have applied for or received permits from the following agencies: (Check all that apply)

☐ Municipal ☐ County ☐ Wis. DNR ☐ Corps of Engineers

(d) Date activity will begin if permit is issued \_\_\_\_\_; be completed: \_\_\_\_\_.

(e) Is any portion of the requested project now complete?

☐ Yes ☐ No

If yes, identify the completed portion on the enclosed drawings and indicate here the date activity was completed:

I hereby certify that the information contained herein is true and accurate. I also certify that I am entitled to apply for a permit, or that I am the duly authorized representative or agent of an applicant who is entitled to apply for a permit. Any inaccurate information submitted may result in permit revocation, the imposition of a forfeiture(s) and requirement of restoration.

Signature of Applicant(s) or Duly Authorized Agent	Date Signed
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<b>LEAVE BLANK - FOR RECEIVING AGENCY USE ONLY</b>		
Corps of Engineers Process No.	Wisconsin DNR File No.	
Received By	Date Received	Date Application Was Complete

# State / Federal Application for Water Regulatory Permits and Approvals

Form 3500-053 (R 4/01)

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Drawings of proposed activity should be prepared in accordance with sample drawing.

## Location Sketch (Indicate scale)

Show route to project site: include nearest main road and crossroad.

N

1" = \_\_\_\_\_ ft.

Fire Number \_\_\_\_\_



Proposed Materials

**Project Plans** (Include top view and typical cross sections. Clearly identify features and dimensions or indicate scale.)  
Use additional sheets if necessary.

N

1" = \_\_\_\_\_ ft.

Top View



Cross Section